

**MINUTES OF THE  
JEFFERSON COUNTY PLANNING AND ZONING COMMITTEE  
DECISION MEETING**

*Steve Nass, Chair; George Jaeckel, Vice-Chair; Blane Poulson, Secretary; Matt Foelker, Lloyd Zastrow*

**ROOM 202, COUNTY COURTHOUSE  
311 S. CENTER AVE., JEFFERSON, WI 53549  
8:30A.M. ON MONDAY, April 29, 2019**

**1. Call to Order**

The meeting was called to order by Supervisor George Jaeckel at 8:30 am.

**2. Roll Call (Establish a Quorum)**

Supervisors Jaeckel, Foelker and Zastrow were present. Supervisors Nass and Poulson arrived at 8:31 am. Staff members Andy Erdman, Staci Hoffman, Matt Zangl, and Sarah Higgins were in attendance. Also present were guests Tracie Stammer, Birdie Langholff, Martine Meyer, Helen Zahn, Tony Schadt, Matt Kaminski, Steve Duwe, Sally Williams, Kelly Boknevitz, Ray Boknevitz, Christina Newport, Tim Windl, and Richard Potthast.

**3. Certification of Compliance with Open Meetings Law**

Zangl verified that the meeting was being held in compliance with Open Meetings Law.

**4. Approval of the Agenda**

Motion made by Supervisor Zastrow and seconded by Supervisor Foelker to approve the agenda. Motion passed 3-0.

**5. Public Comment (Not to exceed 15 minutes and not to include petitions slated for decisions. Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**

Tracie Stammer requested to speak about agenda item #13. Zangl asked whether or not to discuss it now or later. Jaeckel decided to speak on the item when it comes up on the agenda.

**6. Approval of March 18, April 12, and April 18 Meeting Minutes**

Motion made by Supervisor Jaeckel and seconded by Supervisor Foelker to approve the March 18 minutes. Motion passed 5-0.

Motion made by Supervisor Jaeckel and seconded by Supervisor Foelker to approve the April 12 minutes. Motion passed 5-0.

Motion made by Supervisor Foelker and seconded by Supervisor Jaeckel to approve the April 18 minutes. Motion passed 5-0.

**7. Communications**

Zangl announced the retirement of Sharon Ehrhardt from the Zoning Department.

Erdman explained the most recent mapping project and that flight took place the previous weekend. Water levels were high and at action stage during the flight, but if not done that weekend, it would be postponed to the following year.

**8. March Monthly Financial Report for Land Information Office –Andy Erdman**

Erdman reported that revenues are where they should be, but recordings have been weak compared to the last 2 years due to real estate transactions being down. Erdman also mentioned that the Jim Morrow has been busy working on surveying around the courthouse.

**March Monthly Financial Report for Register of Deeds – Staci Hoffman**

Hoffman reported that recordings have been way down, and agreed with Erdman that real estate transactions have been down due to it being a seller's market. The office has been busy selling vital records and back indexing.

#### **10. April Monthly Financial Report for Zoning – Matt Zangl**

Zangl reported that the office has been swamped for the month of April and revenues have gone up considerably from the last couple months. The office has been short staffed and busy attending trainings.

#### **11. Discussion on Jefferson County Comprehensive Plan Update**

Zangl reported that there is nothing new to report for this process. County Administrator Wehmeier noted that so far the Committee has met once.

#### **12. Discussion on Solar Energy Facilities**

Chairman Nass made the decision to discuss this at the end of the meeting in case representatives from Badger Solar were to arrive.

#### **13. Discussion on Consolidation of Parcels**

Zangl gave an explanation about the process involving the consolidation of parcels and gave the definition of parcel consolidation. Information regarding consolidation of parcels from the ordinance and Farm Preservation Plan were given to members of the Committee. Zangl questioned whether or not an unbuildable lot can have splits moved to a buildable lot. Chairman Nass stated that it is clear in the ordinance that there can't be transfer splits from a non-buildable lot that has wetlands, floodplain, etc. that wouldn't have had approval for a split to begin with. Zangl mentioned interpretation of the ordinance and how one may interpret it, but it is up to the Committee to make that decision. Nass then allowed for input from the public. A member of the public then stood up to give his thoughts and opinions regarding consolidation of parcels. Helen Zahn then spoke and asked what defines if a parcel is landlocked and what if there is conjoining land to that parcel that has access to the road? Jaeckel then explained that transfer of splits should be allowed if coming from a buildable lot, other than road access being an issue, but if it's not buildable due to wetlands or other environmental corridors then the transfer of splits should not be allowed. Nass then reiterated that if a lot is not buildable, transfer of splits should not be allowed. Zangl then affirmed that the Committee views it as if a lot is not buildable, then they wouldn't approve the transfer of splits. Tim Windl then asked about every parcel having available splits, and Nass explained not if it's not buildable. Nass also noted that there is difficulty with landlocked parcels because of easement issues.

#### **14. Discussion and Possible Action on Petition R3947A-17 for Zach Holcomb, Town of Watertown, approved by County Board July 11, 2017, for the extension of the one year approval condition.**

Zangl explained that the petitioner asked to apply for a new rezone, but then decided to ask for an extension. Zangl presented an email from the petitioner and then explained the original rezone and the reasons for an extension. The surveyor is currently working on a final CSM. The question to the Committee is whether or not to grant the extension. Nass asked how long would he need. Zangl stated he thought a month should suffice. Nass made a motion to allow a 3 month extension, and was seconded by Foelker. The motion passed 5-0.

#### **15. Discussion and Possible Action on Petition R4144A-19 for Richard Potthast, Town of Jefferson, presented in Public Hearing on March 14, 2019, and postponed for Town Response by the Planning and Zoning Committee on March 18, 2019.**

Zangl explained the rezone and that the Town approval was for a 1.88-acre A-3 lot. Zangl explained that there is also floodplain on the property and that they recently installed a holding tank. The total acreage being asked is just under 2-acres. Jaeckel questioned if this would use up all of their splits. Zangl explained they would be able to keep available A-3 lots. It was mentioned about a barn that used to be on the property, but Nass expressed concerns with building something there now due to the floodplain. Nass made a motion to deny the additional piece. Richard Potthast then spoke about the leftover foundation of the barn and that it is above the floodplain. Zangl explained that anything in the floodplain is highly regulated, and that new construction is not necessarily encouraged. Zangl then clarified the motion made by Nass. Nass withdrew his first motion. Foelker made a new motion to approve the original 1.01-acre A-3 rezone around the existing home, and was seconded by Nass. The motion passed 5-0.

**16. Discussion and Possible Action on Petition R4145A-19 for Richard Potthast, Town of Jefferson, presented in Public Hearing on March 14, 2019, and postponed for Town Response by the Planning and Zoning Committee on March 18, 2019.**

Motion was made by Jaeckel to approve as presented, and seconded by Nass. The motion passed 5-0.

**17. Discussion and Possible Action on the request by Robert M Hachtel, Town of Hebron, to build a new home approximately 195 feet from the existing foundation at N3016 Mehring Road, PIN 010-0615-2542-000.**

Zangl explained that the request is to move the home 195 ft from the original home so the Zoning Department cannot issue a permit as proposed without Committee approval because it's greater than 100 ft away. Discussion regarding soils and consumption of more farmland took place. Poulson made a motion to approve as presented, and was seconded by Jaeckel. The motion passed 5-0.

**18. Discussion and Possible Action on clarification of the decision on March 18, 2019 for ADL Properties LLC, Town of Hebron, Petition R4111A-18, PIN 010-0615-2414-000.**

Rezone was approved last month, but the reading for meeting the standards for rezoning out of A-1 was not done and reasons were not given. Poulson read standards for rezoning out of A-1 and Nass gave reasons for the approval.

**19. Discussion and Possible Action on Petitions presented in Public Hearing on April 18, 2019:**

**CU1981-19 – Kathleen & Michael Kruk:** Conditional use for a kennel to allow up to eight dogs in an A-1, Agricultural zone at **W5521 West Pleasant Hill Rd.** The site is in the Town of Jefferson, on PIN 014-0614-2342-000 (45.3 Ac). This is in accordance with Sec. 11.04(f)7 of the Jefferson County Zoning Ordinance. Petitioner did not appear at Public Hearing. No decision was made.

**R4149A-19 – Gregg Stephan:** Rezone a 2-acre farm consolidation lot around the home and buildings at **N3056 Will Road,** Town of Hebron, part of PIN 010-0615-3032-000 (27.52 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Petitioner did not appear at Public Hearing. No decision was made.

**R4150A-19 – Jeffery & Brenda Thayer:** Create a 1-acre building site from part of PIN 010-0515-1211-000 (40 Ac) near **W2496 Koch Rd,** Town of Hebron. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Jaeckel motioned to approve petition as proposed, and was seconded by Foelker. Motion passed 5-0.

**R4152A-19 – Michael Bright:** Create a 2.25-acre lot on PIN 014-0615-0211-001 (28.219 Ac) on **Duck Creek Rd,** Town of Jefferson. This would be a consolidation of parcels of record from the same PIN, the area south of the DNR bike trail. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Petitioner did not appear at Public Hearing. No decision was made.

**R4148A-19 – Kory Keller/James & Kory Keller, Gregory & Dawn Keller Property:** Create a 1-acre building site from part of PIN 006-0716-3044-000 (49.844 Ac) on **Hillside Dr** in the Town of Concord. This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Foelker motioned to approve as proposed, and was seconded by Jaeckel. Motion passed 5-0.

**R4153A-19 – Carole Hoffmeister:** Create a 5-acre Natural Resource zone on **Allen Rd** in the Town of Concord from part of PIN 006-0716-1111-001 (17.727 Ac). This is in accordance with Sec. 11.08(f)12 of the Jefferson County Zoning Ordinance. Jaeckel motioned to approved as proposed, and was seconded by Poulson. Motion passed 5-0.

**CU1980-19 – Casserly Properties, LLC:** Conditional use to allow a pet grooming business including occasional daytime events and a retail area for pet supplies. The site is part of PIN 012-0816-2231-002 (0.72 Ac) in a Community zone at **N8280 American St,** Town of Ixonia. This is in accordance with Sec. 11.04(f)9 of the Jefferson County Zoning Ordinance. Jaeckel motioned to approved as proposed, and was seconded by Foelker. Motion passed 5-0.

**R4151A-19 – Jon & Penny Bound:** Rezone 4.7 acres around the home and buildings at **N3497 Kiesling Rd**, Town of Jefferson, from part of PIN 014-0614-2132-000 (29.05 Ac). This is in accordance with Sec. 11.04(f)8 of the Jefferson County Zoning Ordinance. Nass motioned to approve as proposed, and was seconded by Jaeckel. Motion passed 5-0.

## **20. Possible Future Agenda Items**

County Administrator Wehmeier gave an update on solar farms.

## **21. Upcoming Meeting Dates**

**May 10, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**

**May 16, 7:00 p.m. – Public Hearing in Courthouse Room 205**

**May 20, 8:30 a.m. – Decision Meeting in Courthouse Room 203**

**June 14, 8:00 a.m. – Site Inspections Beginning in Courthouse Room 203**

**June 20, 7:00 p.m. – Public Hearing in Courthouse Room 205**

**June 24, 8:30 a.m. – Decision Meeting in Courthouse Room 203**

## **22. Adjourn**

Motion by Jaeckel and seconded by Foelker to adjourn. Motion passed 5-0, and the meeting adjourned at 9:23 am.

**Blane Poulson, Secretary**



**If you have questions regarding the petitions, please contact the Zoning Department at 920-674-7131. Petition files referenced on this agenda may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so that appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*